

NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

August 1995

Issue 15

NJCFS NEWS

FEDERAL GRANTS

When submitting FM packages, state, bond or local match associated with the grant must be listed on the FM with accompanying account number(s). A unique reporting category must be linked to each match category. This unique reporting category must be referenced as part of the account code on match Expenditure Transactions.

Any questions regarding this matter should be directed to Bill Maughan at 292-5004 or Toni Pericoloso at 633-8195.

If an appropriation has excess authority due to the grant award amount being reduced or not being authorized by the federal agency, then the excess should be reverted. The agency must submit a memo to OMB, Agency Support, Room 511 to request that the excess be reverted.

REQUEST FOR TRAVEL AUTHORIZATIONS (PB-141's) AND RELATED PAYMENTS

As of July 5, 1995, the following procedures will be in effect for fiscal year 1996 for agencies not using the NJCFS travel module:

1. PB-141's which require OMB approval and those which require

Travel Services' actions, will be entered by OMB into the Travel Module upon receipt from the agencies. Please note that this creates a pre-encumbrance. The transaction code will be a "TE" for conference or state business travel or a "TH" for training-related travel.

2. Agencies will not enter U1 payments referencing PB-141's but will send the completed travel voucher with signatures and supporting documentation to OMB. The "TV" transaction will be keyed into NJCFS by OMB.
3. To monitor the above transactions, the following tables should be viewed:
 - A) ORQH
 - B) ORQL
 - C) OPVH
 - D) OPVL
 - E) FLXG and FLG2
4. The responsibility to enter transactions into the Travel Module will be assumed by the agencies once they have been trained.

For any questions, please call Harry Fisher at 984-5220.

EM PROCEDURE

The EM (Expense Modification) transaction was modified on July 11,

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1995, to move the fiscal year from the header to the line. This change will enable agencies to correct accounting distributions on expenditures between budget fiscal years on the same document. Document lines with different fiscal years will produce error A012O--BFY NOT EQUAL FIRST LINE BFY. This error is overrideable by OMB.

Therefore, submit a screen print of any EM transaction which receives error A012O to OMB at 33 West State Street, Trenton NJ. 08625 to the attention of the following individuals:

TYPE OF

CORRECTION

Payroll or Fringes

All Others

SUBMIT TO

John Burrows
(Room 324)

Harry Fisher
(Room 361)

Make certain there is an explanation in the description field of the EM. If an additional explanation is needed, attach a memo to the screen print. OMB will then review the transaction and take appropriate action.

CONTINUING APPROPRIATIONS

The following transactions are driven by the current accounting period and as a result, an allotment must be in place in that same accounting period: EM, RA, TE, TH and UA.

EM's that reference prior budget fiscal years must have an allotment setup for the current allotment period (BFY). If agencies encounter any problems with this situation, contact John Burrows at 609-984-5217.

When establishing requisitions for continuing appropriations, you must have an allotment setup in the current fiscal year with a sufficient uncommitted balance to cover the requisition.

Agencies may want to consider setting up all years' allotments at the beginning of the appropriation. For example, a \$3 million appropriation begins in fiscal year 1996 and ends July 31, 1997. Process one AL transaction for allotment year 1996 for the entire \$3 million, and then two additional AL transactions for 1997 and 1998 for \$0.

OUTSTANDING CASH RECEIPTS

Just a reminder to all agencies to check the suspense file periodically for any outstanding cash receipts. These transactions should be processed on a timely basis and any transactions that are still pending should be either corrected and processed or deleted. If you have any additional questions or concerns regarding this issue, contact Debbie Johnson at 609-292-3022.

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STATE OF NEW JERSEY SET-ASIDE PROGRAM

All state agencies with contracting authority are required to make a good faith effort to award 15 percent of state contracts to eligible small businesses, 7 percent of state contracts to eligible minority businesses and 3 percent of state contracts to eligible female businesses. See N.J.A.C.12A:10 for full text of program rules.

All state agencies with contracting authority are required to make a good faith effort to award 7 percent of public construction contracts and sub-contracts to eligible minority-owned businesses and 3 percent of public construction contracts and subcontracts to eligible female-owned businesses. See N.J.A.C.12A:10A for full text of program rules.

IPB OBJECT

A special purpose account is a self-contained account which will have an IPB OBJ of "5" on the Appropriation Table (APPR). Appropriation accounts with an IPB object number "5" allow ANY object to be used on the expense budget, i.e., 1XXX, 2XXX, 3XXX, etc.

CASH RECEIPTS

Below is a listing of the various TYPE OF RECEIPT codes and their appropriate use:

1. Dishonored Checks
2. Return of Revenue Refunds
3. Correcting transaction with document total equal to zero
- B. Bank correction (Cash Accounting use only)
- E. Reserved for Division of Taxation use only
- C. Correcting transaction when document total is not equal to zero. The original document number **should be referenced** in the COMMENTS field.

TRAINING FEEDBACK

Some of the participants who have attended training over the past few months have complained about their inability to access information in NJCFS when they are in the office. OMB is asking agencies to review current profiles to ensure that staff have access to the tables which they need to view in order to perform their day-to-day activities. In some cases responsibilities and duties may have changed, but the user's security profile has not been changed accordingly. We have received verbal and written comments on our evaluation forms from participants, indicating that the training would be more useful if the information taught was accessible to them in production.